



Future Business Leaders of America PROGRAM OF WORK

(♦ Rev. 8/03)

INSTRUCTIONS: Submit one copy to be received by DECEMBER 1 to:

WISCONSIN FBLA STATE OFFICE
ATTN: ERIK SITTS
125 S. WEBSTER ST.
MADISON, WI 53703
erik.sitts@dpi.wi.gov

GENERAL INFORMATION					
School/Chapter Name Sample Middle School				Region II	For School Year 2011-2012
School Address <i>Street, City, Zip</i> 123 Alphabet Street, Sample, WI 12345					
Adviser's Names Ms. Adviser			Occupational Preparation Program Teachers		
Name of Chapter President Mr. President		Signature of Chapter President ✓ Mr. President		Date Signed <i>Mo./Day/Yr.</i> 11/17/11	
FBLA GOALS					
1. Develop competent, aggressive business leadership. 2. Strengthen the confidence of students in themselves and their work. 3. Create more interest in and understanding of the American business enterprise. 4. Encourage members in the development of individual projects that contribute to the improvement of home, business, and community.			5. Develop character, prepare for useful citizenship, and foster patriotism. 6. Encourage and practice efficient money management. 7. Encourage scholarship and promote school loyalty. 8. Assist students in the establishment of occupational goals. 9. Facilitate the transition from school to work.		
EXAMPLE					
Month	Local Goals	Activities	Goals	End-of-year Evaluation (1-5)	Comments
April	Show appreciation to businesspersons in the community.	Banquet for employers and community members who assist with FBLA and business education program during the year.	6, 8.9	5	Community more aware of FBLA and willing to offer support. Estimated cost \$400.

This form is available in Microsoft Word format and may be requested via e-mail from erik.sitts@dpi.state.wi.us. This form can be submitted electronically to the state office.

GOALS AND ACTIVITIES					
Month	Local Goals	Activities	Goals	End-of-year Evaluation (1-5)	Comments
May	Officer Elections	Announce officer positions available and election date.	1,2		
May	Determine Community Service Project	Create Committee to include newly elected officers. Develop project goals, activities, and timeline. Sign up volunteers to complete the activities.	4,5		Help member awareness of civic duty to community members.
Jun	Community Service Project	Collect books from the Book Drive box locations and deliver to the Western Taylor County Public Library.	2, 4, 5		Community awareness of FBLA-ML willingness to offer support.
Sept	Organize membership for school-year	Hold a membership drive during lunch; provide refreshments at meeting; show FBLA membership recruitment dvd; hold first meeting; register members on national website	2, 4, 7		Increase membership from last year and encourage new incoming 7 th Grade students to join FBLA-ML
Sept	Participate in fundraiser for FBLA	Work on assigned nights for FBLA concessions Create a sign-up for workers	1, 2, 3, 6, 8		Order supplies as needed from Sam's Club
Oct	Organize FBLA-ML sponsored Halloween Dance	At the October meeting, create work assignments, gather donations, organize decorations and refreshments. Confirm DJ. Promote event with posters and through daily announcements	1, 2, 8, 9		Make sure students are eligible to attend and that money boxes and DJ check are ready to go.
Oct	Participate in the Fall Leadership Lab in Eau Claire, WI	Register for the event. Enter paperwork for a bus. Promote event on daily announcements.	1, 2, 8, 9		Send as many members as possible based upon funding and travel arrangements approved by the district.
Nov	Show patriotism by assisting in the 2009 Veterans' Day Program	FBLA student speakers and readers;	1, 3, 8		Community awareness of FBLA goals and willingness to provide service to its school and community members
Nov	Participate in the 1 st Annual World Prematurity Day on November 17.	Promote Thursday, November 17, 2011 as a day to wear purple!	4,5		Take pictures and post on website
Dec	Show membership appreciation by holding a Christmas gathering	Make the necessary arrangements with the Bowling Alley Promote the event with posters throughout the junior high hallway. Ask each participant to bring 2 drygood items to the event.	4,7		Student camaraderie, community service

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Jan	Complete Middle Level Achievement Program Activities	Students choose activities outlined for Level 1: Entrepreneur Level and Level 2 for those already earning Level 1. Meet with adviser as needed to document completion of each activity.	1, 2, 3, 4, 5, 8		Post FBLA website and encourage members to access it regularly to assist in completing MAP activities.
Feb	March of Dimes Fundraiser	Ask permission to do the fundraiser. Order Gourmet Lollipops. Establish a due date and distribute lollipops to membership for sale.	4, 6		Submit monies earned to March of Dimes at FBLA State Convention.
Mar	Prepare for Wisconsin Leadership Conference	Register participants Do parent permission slips Do hotel reservations Submit request for bus Request chaperones 1:15 members	1, 2, 7, 8, 9		Have officer team attend a school board meeting to inform members about the overnight trip. Remind students of strict dress code
Mar	Compete in chapter events at state conference	Prepare chapter report, submit program of work and evaluation; submit chapter local chapter market share	1, 2, 7, 8, 9		Double-check due dates
Apr	Attend Wisconsin Leadership Conference	Collect permission slips and money for the trip. Post departure time on announcements. Check that all students are prepared for competitions and have pencils/calculators, resumes, etc.	1, 2, 7, 8, 9		Reminder about FBLA Dress Code Send follow-up Thank you card to chaperones.
Apr	Plan for 2011-2012 Community Service Project	Decide on a community service project Outline a vision for the project Create a timeline	2, 4, 5		Gather ideas from community and school leaders
May	End of Year Social	Choose a date for the event Plan the meal Purchase necessary items	2, 7		At the social, review the year's activities

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